

14 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (7-13 December 1983)

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Classification Review Division

During the past week CRD added to its roster another reviewer on rotational assignment from the DO. In addition, they reviewed 81 documents with a total of 1,005 pages. The material reviewed included one document (150 pages) for the Department of State, eight manuscripts (565 pages) for PRB, one document (38 pages) for IPD, 13 (52 pages) for the OGC Task Force, 14 (26 pages) SAEs, and 44 miscellaneous documents of 174 pages in length.

Records Management Division

Chief, RMD and three staff members of RMD met with the NPIC Records Management Officer to discuss the disposition of NPIC photographic systems models. RMD personnel provided the results of recent discussions with a NARS liaison officer about the models, as well as some changes in the DS&T records control schedule dealing with this material. NPIC management is concerned that models of historical significance will be destroyed and wants a provision in the schedule to retain some of the models beyond the 12-year period. RMD proposed that after 12 years NPIC should consider transferring the models to the proposed Intelligence Community Museum or using to store them until they can be transferred to some other organization. It was emphasized that the Agency Archives and Records Center (AARC) could not be used to house models beyond their scheduled retention period because of space limitations.

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Members of RMD completed audits of the Top Secret collateral documents held by the Executive Registry and CPAS. This brings to 48 the number of components which have had holdings audited during 1983. Two components--SOVA and the IC Staff--remain to be audited so that RMD can complete its annual Agency-wide inventory of this material.

At the request of AARC the Office of Logistics removed 49 surplus map cabinets from AARC. With AARC nearing capacity, the staff is attempting to free space for the storage of records by removing non-record items and surplus equipment. The transfer of these cabinets to other components makes available space for shelving that will house approximately 1,800 cubic feet of records.

Three members of the Systems Development Section (SDS) of RMD received demonstrations of the Document Information Retrieval System used by the DS&T Registry, and interim CARS (Common Use Automated Registry System) used by the IC Staff and the Executive Registry. These demonstrations were intended to aid SDS programmers in establishing design characteristics for TRIS.

Two members of the Records Systems Branch (RSB) attended a three-day course conducted by the Graduate School of the Department of Agriculture on interviewing techniques for auditors. The course covered techniques to elicit information from interviewees, making use of videotaped work sessions to highlight student strengths and weaknesses. This training is part of RMD's efforts to prepare its officers for reviewing the records management practices of some Agency components later this year.

Four members of RMD attended the three-day Artificial Intelligence (AI) Symposium at Headquarters. The symposium provided information on AI research, efforts underway to use AI in the intelligence field, and a look at AI hardware currently available. The information gained from the symposium will help RMD in formulating Systems Development Plans and Requirements.

AARC personnel made 12 additions, four changes, and 14 deletions to RAMS; keyed 1,220 entries from 11 jobs into ARCINS, serviced 1,820 requests for records, accessioned 28 cubic feet of records, and transferred 150 cubic feet of material to hammermill for destruction.

Regulations Control Division

RCD currently is maintaining 124 active jobs, including 64 being currently processed: 16 newly initiated, six under negotiation, five being coordinated, two forwarded to OGC for final legal concurrence, six being forwarded for approval, 21 being prepared for printing by P&PD, seven published by P&PD, and one cancelled.

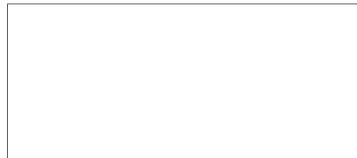
Issuances of general interest processed this week include bulletins stressing holiday safety precautions, higher interest rates on U.S. Savings Bonds, results of the study of the Association Benefit Plan by outside consultants, and the formation of an investment committee composed of Government Employees Health Association members.

In response to a query from a P&PD representative, research was conducted to find out what issuances dealt with former military and Social Security retirement plans between 1957 and 1960. RCD advised that [redacted] dated 31 May 1983, entitled "Legislative Changes to Retirement Laws Allowing Service Credit for Post - 1956 Military Service 'Catch 22'" answered the question.

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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

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